



**COUNTY OF LOS ANGELES**  
PROBATION DEPARTMENT  
**OPEN COMPETITIVE JOB OPPORTUNITY**



Bulletin No. 07-227

Posting Date: December 07, 2007

**JOB TITLE**

**CONTRACT PROGRAM AUDITOR**

**EXAM NUMBER**

R4614B

**FILING DATES**

December 10, 2007 until needs are met

**SALARY**

\$4,388.73 - \$5,602.09 **MONTHLY**  
\$4,520.73 - \$5,770.45 Effective January 1, 2008  
\$4,656.27 - \$6,107.18 Effective January 1, 2009

**POSITION  
INFORMATION**

Audits, evaluates and ensures appropriate quality of service for At Risk/High Need Youth programs such as Employment, After-School Enrichment, Gender Specific, etc. are maintained and in compliance with Juvenile Justice Crime Prevention Act (JJCPA), County, Federal, and State regulations.

**ESSENTIAL JOB  
FUNCTIONS**

Conducts program evaluation audit of Community Based Organizations (CBOs) and subcontract providers to ensure quality service for At Risk/High Need programs are maintained and in compliance with County, Federal and State guidelines.

Makes on-site visits to conduct detailed technical inspection of services provided and evaluates all areas of contracted services.

Conducts program, administrative and financial reconciliation evaluations to ensure compliance with County Monitoring Guidelines, State and Federal requirements.

Provides technical assistance to contractors and Probation staff to ensure contractual compliance.

Investigates any potential problem areas and notifies providers of problems and/or areas of non-compliance; works with providers to correct the situation and follows up to ensure corrective action is taken or initiates additional action through supervisor.

Prepares audit report in accordance with professional audit standards.

Ensures accuracy and compliance with case management of required data; reviews invoices and ensures the agency maintains inventory of purchased equipment.

Verifies program requirements, service delivery, and summarizes them into clear and concise written and/or verbal audit report to management.

Probation Department: Address: 9150 E. Imperial Highway, Downey, CA 90242  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION  
REQUIREMENTS**

Drives vehicle to carry out job related essential functions.

**Graduation from an accredited four-year college or university\* with a Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, Administration of Justice or closely related field AND two years' experience in a highly responsible staff capacity\*\* assisting in the planning, developing, monitoring, evaluating, or auditing of health or social service contracts or programs at the level of Administrative Assistant III or higher.**

**Physical Class: 2 - Light:**

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class C Driver License is required to perform job-related essential functions. Appointess may be required to provide and use a personal vehicle when carrying out essential job functions.

**Special Requirement Information: Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.**

**License Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

\*\*Highly responsible staff capacity means staff experience at the senior level with extensive knowledge of program related area, processes and procedures, and experience in a specific subject matter.

**DESIRABLE  
QUALIFICATIONS**

Experience conducting fiscal audits to determine contract compliance according to the Statement of Work (SOW).

Working knowledge of County government or equivalent accounting and budgetary operations, fiscal controls and accounting standards, including Local, State, and Federal requirements.

Self motivated with the ability to work as a team player.

Excellent interpersonal, written, and oral communication skills.

**SPECIAL  
INFORMATION**

**Shift:** Day: 8:00a.m. - 5:00p.m.

**VACANCY  
INFORMATION**

The resulting eligible register will be used to fill vacancies in the Los Angeles County Probation Department, as they occur.

**EXAMINATION  
CONTENT**

This examination will consist of an interview weighted at 100%. The interview will assess education, experience, personal fitness and the general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every twelve (12) months.

**\* \* \* \* IMPORTANT INFORMATION \* \* \* \***

**APPLICATION  
INFORMATION**

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either by Hard Copy submission - OR - Online (via electronic submission). Please select only one method to file your application.

**Instructions for Filing Online:** The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Monday, December 10, 2007. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

**Instructions for Hard Copy Submission:** A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Monday, December 10, 2007. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, and job experience you include.

A) In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned.

B) For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. Submit completed application and any required supplemental

**Submit completed application and any required supplemental (if any) in**

**DISABILITY  
ACCOMMODATIONS**

**person or by U.S. Mail to the following address:**

Department of Human Resources  
Employment Information Services  
3333 Wilshire Blvd., Suite 100  
Los Angeles, CA 90010  
(213) 738-2002

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.